REQUEST FOR LATE DROP OF MINI COURSE ONLY

DEADLINE: DAY BEFORE COURSE FINAL

Mini Courses are courses that are 9 weeks or less

TERM ________________________

■ DO NOT fill out this form if you are a GRADUATE STUDENT, in RC or Honors, or enrolled in another College, even if the class you want to drop is in LSA. Please contact the advising center of your program.

■ DO NOT fill out this form to drop the only class you are registered for. Please ask the Newnan LSA Academic Advising Center about a Term Withdrawal.

Printed Name ________________________________________________  ID#  ________________________

Uniqname (e-mail) ____________________________________________  Phone  ______________________

Course you wish to drop ______________/____________________________________/___________/

Class #       Subject       Catalog #           Section #
           (e.g. 12345)   (e.g. English)   (e.g. 125)            (e.g.003)

WHAT SHOULD I CONSIDER WHEN DROPPING A COURSE?

■ The course will appear on your transcript with a “W” (W=withdrawal) in the grade column even if you never attended the course. The “W” will not be factored into your GPA.

■ Dropping a course may affect your current financial aid or impact on your future financial aid eligibility. You may want to contact the Financial Aid Office (763-6600).

■ Your tuition charges are not affected by a late drop.

■ You should discuss your standing in the course with your instructor before dropping.

■ International students who wish to drop below 12 credits in a full term and 6 credits in a half term should contact the International Center concerning the impact on your I-20 Visa status.

■ Athletes who wish to drop below 12 credits in a full term and 6 credits in a half term should contact the Athletic Department concerning the impact on eligibility.

NOTE: When you late drop a course, it appears on your transcript with a “W” (for “withdrawal”) in the grade column. The “W” has no effect on your GPA. Your tuition charges are also not affected by a late drop.

~ Return completed form to the Newnan Academic Advising Center, 1255 Angell Hall ~

(continued)
Reason you are dropping this course:

TO THE INSTRUCTOR:

I have discussed the student's progress in the course with the student.

Student's Last Date of Participation _____________

What is the date of the final exam/paper for this course? _________________________________

Instructor's Name ____________________________________________

Signature ________________________________________________

Date_________________ Email ____________________

What will be your schedule after dropping this course?

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<th>Course (e.g. English 125)</th>
<th>Credits</th>
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Total Credit Hours: _______

I understand the effect that dropping this course may have on my program of studies.

Student's Signature

Date ____________________

Date Received                   Approved Stamp